

Commercial Property Administrator

Edison Properties is a property management company that has been in business for over 50 years providing apartments for rent ranging from cozy and comfortable bachelor apartments to luxurious penthouse suites in the Winnipeg market. **We also offer commercial space in many of our buildings.** We have a strong belief in giving back to our community and take pride in providing quality customer service based on a foundation of integrity and fairness.

Currently we are seeking a full-time **Commercial Property Administrator** for our Head Office. As a member of the Edison team, your primary purpose is to support great tenant relationships through the management of contracts, resolving of maintenance issues and use of proactive communications. You will enjoy regular and diverse interactions based on the highest degrees of professionalism and customer service.

Responsibilities Include:

As the Property Administrator you will closely support the Commercial Property Manager in all aspects of the commercial portfolio including:

- Administration of rent collections
- Coordination of tenant activities related to moving in or out, parking, maintenance
- Assistance with accounts payable, receivables, general ledgers and invoice coding
- Common Area Maintenance (CAM) documentation

In addition, you will be responsible for functions related to the upkeep of electronic files and documentation related to tenants including reporting, preparing tenant notices and general correspondence. You will play a key role in communication to ensure all property management obligations are met by the various stakeholders.

You are customer focused when providing service to tenants, able to communicate confidently as you diffuse situations of potential conflict. You have sound organizational and relationship management skills to assist you in managing internal and tenant relationships.

Qualifications and Experience Required:

- 5 years of experience within Commercial Property administrative roles
- Courses from the Building Owners and Managers Association of Manitoba would be an asset
- Strong knowledge of lease administration is an asset
- High school diploma
- Ability to communicate effectively in English both verbally and in writing

We recognize that employee satisfaction is integral to the company's success, and offer a friendly and positive work environment along with excellent wages and benefits including free access to a gym, health and dental coverage, group life insurance and a matching RRSP program. We want work to be a source of pride and personal fulfillment for our staff as they contribute to our joint success.

Please apply with resume and cover letter with salary expectations to hr@edisonproperties.ca.

We thank all applicants, but only those chosen for an interview will be contacted.